

LEWISTON PUBLIC LIBRARY
2006 GOALS AND OBJECTIVES

MISSION STATEMENT

The Lewiston Public Library believes it is essential to provide materials and services, which will help community residents, obtain information meeting their personal, educational, and professional information needs. The Library will serve as a center for learning and enrichment for all residents of the community regardless of age level.

2006 GOALS AND OBJECTIVES

Role: Popular Reading Materials.

Goal: To support learning and recreational reading.

Objective 1: The Library will promote new materials by displaying them in the Library.

- Special areas will be designated to display new arrivals in specific categories.

Evaluation: An increase in circulation of materials displayed.

Role: Encourage young readers to enrich their lives by using the Library.

Goal: To provide materials and activities that would promote children's interest in using the Library.

Objective 1: Plan a weekly story time and activity for pre school patrons.

- A designated Library Board Member will provide volunteers to maintain a weekly story time and coordinated activity for our pre school patrons.
- The activity will take place during the school calendar year.

Evaluation: Keep track of children and adults attendance. Keep a record of volunteer storyteller hours.

Objective 2: To support our local elementary schools AR reading program.

- Purchase books necessary to keep our collection current as our budget allows.
- Purchase materials to designate AR books.
- Physically mark books with grade levels and point values.
- Designate AR book status on the MARC record program.

Evaluation: Keep a listing of AR books in our records and compare lists with the elementary school librarian to make sure we are keeping as current as budget allows.

Role: Support Formal Education.

Goal: Keep our reference section as current as the budget allows.

Objective 1: To have current periodicals.

- Review our periodical subscriptions to meet the needs of patrons doing research on current events and other topics.
- Staff to be able to help students find current periodical articles on the Internet.
- Update outdated resource material, such as globes and maps.

Role: Popular use of the Library.

Goal: Ability to offer best sellers and current books and magazines to patrons of lower socio-economic circumstances.

Objective 1: Maintain our McNaughton contract to obtain bestseller books.

- Staff to keep track of patrons request so we can utilize the point system more effectively.

Objective 2: Keep current and popular magazines for patron enrichment and education.

- Staff to keep track of patron request to determine popularity of certain magazines and which ones to subscribe to in the future.

Objective 3: To build and promote a collection that reflects the community interest and tastes.

- Be aware of title requests by patrons.
- Encourage book donations by patrons.

Evaluation: Keep track of title request and purchase requested books as the budget allows.

Objective 4: Continue to refine the detail of our series sets in the card catalogue to help patrons find the order and number of books in a given series.

- Designate series status in the card catalogue and how many books in the series.
- Designate physically on the book where necessary the volume number in the series.

Role: Computer Usage.

Goal: To provide the most up to date equipment and service our budget will allow.

Objective 1: Review our Internet provider annually.

Objective 2: Renew our software annually and update when budget allows.

Objective 3: Replace or update two computers annually.

Evaluation: Have Library board member designated as technical advisor see that the objectives have been carried out.

Role: To continue building our audio, video collection specifically tapes, videos, and DVD's.

Objective 1: Encourage donation of audiotapes, videos and DVD's.

- Use the city newsletter to solicit donation requests.
- Purchase audiotapes and videos to increase our collection as budget allows.

Evaluation: Keep track of donations and requested items for purchase.

POLICIES AND PROCEDURES

Role: To help the staff and board keep the library current in its acquisitions and maintenance of the collection.

Goal: To help patrons utilize the collection more efficiently.

Objective 1: Direction for weeding the collection.

- Does the book have historic value?
- What is the condition of the book?
- Can it or should it be replaced?
- How accurate is the information, i.e. first aid, statistics etc.
- Final say of book disposition to be determined by the Head Librarian or authority of their choice.

Objective 2: To establish a rare book policy.

- Make and keep current a list of our rare book collection.

- Inform patrons of the collection.
- The collection may only be used within the confines of the library.

COMMUNITY ACTIVITIES AND SERVICES

Role: Book Sale

Objective 1: To encourage the annual weeding of the collection and making books available for sale in the community at a low cost.

- Review books being offered from the collection.
- Let patrons that know that donated books may be used for the annual book sale.
- Monies from the book sale is used to replace books in the collection.

Evaluation: Participation and monies earned.

Role: To provide such services as staff and volunteers can maintain to promote our library.

Goal: Summer Reading Program.

Objective 1: To encourage participation of the young readers' pre school age through middle school in our community to enjoy using the library during the summer months.

- Provide a 6-week summer reading program staffed by Library Board members.
- Use the State Library's summer reading outline as a guide.

Evaluation: Keep track of how many children participate.

Goal: Merit Badge Clinics for Boy Scouts.

Objective 1: To support the local area Boy Scout program.

- To provide the facility, supplies and merit badge counselors to host a clinic at least six times a year.
- To provide opportunity for scouts to earn merit badges at a minimal cost.

Evaluation: Attendance and interest.

Goal: Halloween Carnival.

Objective 1: To provide a safe place for the citizens of the community to enjoy Halloween and earn money to be used for Library needs.

- The Library Board will plan and run the annual Halloween Carnival.

Evaluation: Attendance and profit.

Goal: Fish Pond.

Objective 1: To support the town's 4th of July celebration, as part of the town's activities and earn money for the Library. This activity will be under the direction of the Library Board.

Evaluation: Participation and profit.

Goal: Community Birthday Calendar.

Objective 1: Sell birthday calendars to members of the community in the fall.

- Calendar provides the meeting times of all civic committees as the city meetings, such as planning and zoning, city council, court etc.
- The calendar also gives citizens of the community a list of advertisers that support the Library.
- Provides birthdays, anniversaries of those in the community that wish to share their information.
- The Community Birthday Calendar is the Library's main fundraiser for the year and helps maintain our technology program.

Evaluation: Profit.

Goal: Flu Shot Clinic.

Objective 1: The clinic will provide the opportunity for the community to get their flu shots at a convenient location.

- Staffed by county health department and volunteers provided by the Library Board.

Evaluation: Community interest and participation.

Goal: Tax preparation.

Objective 1: To help members of the community with assistance preparing their tax forms.

- Have tax forms available.
- Have trained volunteer on hand to help patrons fill out their tax forms.
- Have a list of tax websites available.

- Inform the staff that they cannot offer tax advice to patrons.

Evaluation: Our tax volunteer turns in a report indicating how many people he has helped.

Goal: To act as a proctor as requested by patrons.

Objective 1: To help members of the community, further their education by allowing specific staff to act as a proctor when needed.

2007 GOALS AND OBJECTIVES

Role: Popular Reading Materials

Goal: To support learning and recreational reading.

Objective 1: The Library will promote new materials by displaying them in the library and listing them in the city newsletter.

- A special table will be designated to display featured materials.

Evaluation: An increase in circulation of materials displayed.

Goal: Promote patron participation by submitting book reviews on new or favorite books.

Objective 1: Increase patron familiarity and interest in the Library collection.

Objective 2: To provide patrons with a guide to age and material appropriateness.

- Reviewers may be invited to submit a review or patrons may volunteer based on a book they have just completed.

Evaluation: An increase in patron usage of library collection.

Role: Encourage young readers to enrich their lives by using the Library.

Goal: To provide materials and activities that would promote children's interest in using the library.

Objective 1: Plan a weekly story time and activity for pre school patrons.

- A designated Library Board Member will provide volunteers to maintain a weekly story time and coordinated activity for pre school patrons.
- The activity will take place during the school calendar year.

Evaluation: Keep track of children and adults attendance. Keep a record of volunteer storyteller hours.

Objective 2: To support our local elementary schools AR reading program.

- Purchase books necessary to keep our collection current as our budget allows.
- Purchase materials to designate AR books.
- Physically mark books with grade levels and point values.

- Designate AR book status on the MARC record program.

Evaluation: Keep a listing of AR books in our records and compare lists with the elementary school librarian to make sure we are keeping as current as budget allows.

Role: Support Formal Education.

Goal: Keep our reference section as current as the budget allows.

Objective 1: To have current periodicals.

- Review our periodical subscriptions to meet the needs of students doing research on current events.
- Promote the use of Public Pioneer as a valuable resource.
- Update outdated resource material, such as globes and maps.

Role: Popular use of the Library.

Goal: Ability to offer best sellers and current books and magazines to patrons of lower socio-economic circumstances.

Objective 1: Maintain our McNaughton contract for current bestseller books.

- Staff to keep track of patrons request so we can utilize the point system more effectively.
- Order titles in Spanish that are available from McNaughton rental program to continue building bridge with Spanish speaking patrons.

Objective 2: Keep current and popular magazines for patron enrichment and education.

- Staff to keep track of patron request to determine popularity of certain magazines and which ones to subscribe to in the future.

Objective 3: To build and promote a collection that reflects the community interest and tastes.

- Be aware of the title request of patrons.
- Encourage book donations by patrons.

Evaluation: Keep track of title request and purchase requested books as the budget allows.

Objective 4: Continue to refine the detail of our series sets in the card catalogue to help patrons find the order and number of books in a given series.

- Designate series status in the card catalogue and how many books in the series.
- Designate physically on the book where necessary the volume number in the series.

Role: Computer Usage.

Goal: To provide the most up to date equipment and service our Budget will allow.

Objective 1: Review our Internet provider annually.

Objective 2: Renew our software annually and update when budget allows.

Objective 3: Replace or update two computers annually.

Objective 4: Conduct a survey to see if there is any interest in a WIFI Hotspot for the library.

Evaluation: Have Library Board Member designated as technical advisor see that the objectives have been carried out.

Role: To continue building our audio, video collection specifically tapes, videos and DVD's.

Goal: To provide audio books, videos and DVD's to patrons of lower socio-economic circumstances.

Objective 1: Encourage donation of audiotapes, videos and DVD's.

- Use the city newsletter for donation requests.
- Purchase audiotapes and videos to increase our collection as budget allows.

Evaluation: Keep track of donations and requested items for purchase.

POLICIES AND PROCEDURES

Role: To help the staff and board keep the library current in its acquisitions and maintenance of the collection.

Goal: To help patrons utilize the collection more efficiently.

Objective 1: Direction for weeding the collection;

- Does the book have historic value?
- What is the condition of the book?
- Can it or should it be replaced?
- How accurate is the information, i.e. first aid, statistics etc.

- Final say of book disposition to be determined by the Library Director or authority of their choice.

Objective 2: To establish a rare book policy.

- Make and keep current a list of our rare book collection.
- Inform patrons of the collection.
- The collection may only be used within the confines of the library.

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- Monies from the book sale are used to replace books in the collection.

Evaluation: Participation and monies earned.

Role: To provide such services as staff and volunteers can maintain to promote our library.

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- Provide a 6-week summer reading program staffed by Library Board members.
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Evaluation: Keep track of how many youth participate.

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Objective 1: To support the local area Boy Scout program.

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Evaluation: Attendance and interest.

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Evaluation: Profit.

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Objective 1: The clinic will provide the opportunity for the community to get their flu shots at a convenient location.

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Evaluation: Community interest and participation.

Goal: Tax preparation.

Objective 1: To help members of the community with assistance preparing their tax forms.

- Have tax forms available.

- Have trained volunteer on hand to help patrons fill out their tax forms.
- Have a list of tax websites available.
- Inform the staff that they cannot offer tax advice to patrons.

Evaluation: Our tax volunteer turns in a report indicating how many people he has helped.

Goal: To act as a proctor as requested by patrons.

Objective 1: To help members of the community, further their education by allowing specific staff to act as a proctor when needed.

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